



SONA COLLEGE OF TECHNOLOGY

(An Autonomous Institution)
SALEM – 636005 | Tamil Nadu | INDIA
Ph: +91 427 4099999 | iqac@sonatech.ac.in



SCT/IQAC/2022-23/ IN-2

Date: 6.12.2022

CIRCULAR

The Internal Quality Assurance Cell (IQAC) has plans to prepare a Self-Study Report (SSR). Hence, the person in charge and the departmental level coordinators are requested to collect and verify the previous year's proof data details for the academic years (2018-2019) & (2019-2020) & (2021-2022). The coordinators must use the (2020-2021) proof model for documentation. They were requested to submit the data by the following deadlines :

#	Description	Documents required	Deadline
1.	Academic year (2018-2019) & (2019-2020)	Proof	December 15 th 2022
2.	Academic Year (2021-2022)	Data & proof	December 31 st 2022

Note: Kindly stick to the deadline.


Dr.P. Suresh

IQAC Coordinator

DR. P. SURESH

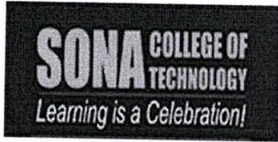
IQAC Co - ordinator

SONA COLLEGE OF TECHNOLOGY

Copy to:
Junction Main Road, Salem - 636 005.

- All Deans
- All HOD's
- AQAR Institutional & Departmental Co-Ordinator's
- File





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Internal Quality Assurance Cell

SCT/IQAC/2022-23/IN-2/MoM

Date:11.12.2022

Referring to circular SCT/IQAC/22-23/IN-2 dated December 6, 2022, a meeting took place in the IQAC Conference Hall on December 11, 2022. During this session, the following agenda points were discussed

Agenda

- AQAR- AY(2018-19) & AY(2019-20)proof submission deadline
- AQAR- AY(2021-22) data & proof submission deadline

The members discussed the agenda and the following minutes were drawn.



Minutes of Internal Quality Assurance Cell Meeting held on 11.12.2022

The IQAC coordinator welcomed all members to the meeting, and the following were discussed in the forum.

1. The Annual Quality Assurance Report for the AY(18-19), (19-20), and (20-21) must be submitted with the proof document to the Institutional level coordinator.
2. The revised structure has been updated in the HEI portal for all the criteria.
3. The file in charge concerned needs to update and submit the proof documentation for the corresponding five years.
4. The details of the students applying and completing internship and field projects for each academic year for every program were discussed.
5. The IQAC annual plan and policy documents were discussed with the Institutional level coordinators and a WhatsApp group has been created for IQAC for the regular updations about NAAC.
6. For criteria-2 metric no(2.2.2), the template for the student-teacher ratio was discussed
7. For criteria-4 metric no (4.1.1), it was decided to get the photos with geo-tagging photographs, and for 4.2.2, the journal subscription must be listed. The statistics of users must be registered screenshots must be prepared.
8. The concerned faculty to prepare the IT policy with a revised template with the updated details of a Wi-Fi connection and utilising e-content with LCS blackboard facilities etc.
9. A Certain benchmarks have been added to the NAAC official website. The criteria-5 coordinator has to discuss with the physical director in terms of getting the proof document related to the sports activity and the student welfare system needs to be upgraded in the online portal.
10. A standard operating procedure(SOP) has to prepare the following for the curriculum, syllabus, examination procedures, and research and development with the proper guidelines updated on the NAAC website.

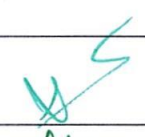
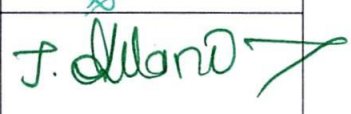
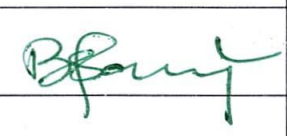
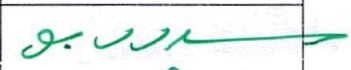
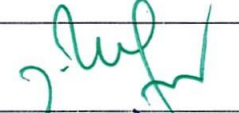
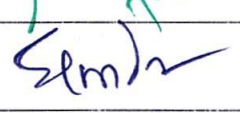
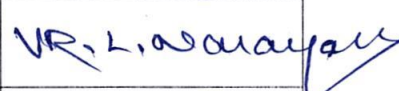


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Attendance sheet for the meeting held on 11.12.2022

S.No	Name	Designation	Signature
1.	Dr.S.R.R.Senthil Kumar	Principal, SCT	
2.	Dr.J.Akilandeswari	Dean-Academics & Professor and Head/IT	
3.	Dr.B.Sathiyabhama	HOD/CSE	
4.	Dr.S.Radjarejeshri	COE	
5.	Dr.R.S.Sabeenian	HOD/ECE	
6.	Dr.D.Raja	HOD/FT	
7.	Dr.T.Padma	HOD/MCA	
8.	Mr.V.R.Lakshmi Narayanan	GM/Accounts	
9.	Mr.V.Selvamuthu	Administrative Executive- Approvals	
10.	Ms.R.C.Vinodhini	Alumni Coordinator	


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